DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO. C-681

1 of 1

PAGE NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

Anne Arundel County Sheriff AGENCY DIVISION Item Description Retention No. Retain for 1. Cash Receipts and Monthly reports 3 yrs, then destroy Receipts for Sheriff fees and Writs of Execution fees. Reports itemizing cash receipts for Finance. Retain for 2. Writ of Executions and request for Sheriff Sale. 1 yr, then destroy Letter informing individual of monies owed and request for Sheriff Sale. (Non-record) Retain for 3. Vouchers 3 yrs. then destroy. Backup to Bulk Checks.

Schodule Approved by Departm

Schedule Authorized by

TIONS - TYPE OR PRINT A THE FORM FOR EACH NEW OR SED RECORD SERIES. FORWARD THE RECORDS RETENTION SCHEDULE [DGS 880-1]	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		FAGENCY RECORDS INVENTURY PAGE or			
DEFARTMENT/AGENCY SHOWN DACO.	2. DIVISION- Sherrif		1. UNIT WH			
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS BELL AS RETENTION AND DISPOSITION PURPOSES						
4. RECORD SERIES TITLE - Monthly Reports			8. EARLIEST YEAR/LATEST YEAR 1989 TO 1992			
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE SERIES)						
Receipts des Sherriff fees + Ulrits of Execution fees Reports Itlenizing Cash Receipts for Finance.						
7. RECORD SERIES FORMAT(S) 1 LETTER SIZE MICROFILM 1 LEGAL SIZE COMPUTER TAPE 1 COMPUTER TAPE 1 COMPUTER TAPE 2 COMPUTER TAPE 2 COMPUTER TAPE 3 COMPUTER TAPE 4 COMPUTER TAPE 5 COMPUTER TAPE 5 COMPUTER TAPE 6 COMPUTER TAPE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER OTHER(SPECIFY)			
POTHER (SPECIFY) JAMEN AL MARIE			D FILE DRAWER(S) D MICROFILM REEL(S) RUMBER D COMPUTER TAPE(S)			
11. FILE IS USED	D MONTHLY		S INACTIVE AFTER MONTH(S) YEAR(S)			
13. CURRENT LOCATION(5) (BLDG., FLOOR, ROOM) Clicust Out, 2 Mallor, Rm.		14. IS RECORD SERIES DUPLICATED ELSEWHERE! UP YES, SPECIFY AGENCY OR OFFICE) YES D NO FINANCE				
(IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS O NONE O STATE O FEDERAL O INDEPENDENT				
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/BOFTWARE) O YES NO		3 yw.				
JUNIONE AND TITLE OF PREPARER 20. TELEPHONE NUMBER JUNIONE LYAN, Clerk HA 227 1784 DGS 550 4 (REVISED 2/87)		21. DATE / 1/0/92				

TIONS TYPE OR PRINT A	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		FAGENCY RECORDS INVENTORY			
THE RECORDS RETENTION SCHEDULE (DGS 880-1)			page 2 of 3			
DEFARTMENT/AGENCY AAA (A) -	2. DIVISION Shornall		3. UNIT WA			
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS BELL AS RETENTION AND DISPOSITION PURPOSES						
4. RECORD SERIES TITLE (Unit of Explication of Short Short Sol 1897 to 1992						
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES) OF INFORMATION/DOCUMENTS/FORMS FOUND						
Letter enforming endended of monies Orced and regreests for Sherry Sale Mon-record						
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE). VOLUME			
LETTER SIZE D MICROFILM	D ALPHABETICAL		FILE DRAWER(S)			
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		D MICROFILM REEL(S)			
DEDUND BOOK D FLOPPY DISK	CHRONOLOGI	CAL	NUMBER D OTHER(SPECIFY)			
DAUDIO TAPE U VIDEO TAPE	□ GEOGRAPHIC	AL.	10. ANNUAL ACCUMULATION			
OTHER(SPECIFY)	OTHER(SPECIFY)		FILE DRAWER(S)			
			MICROFILM REEL(S)			
11. FILE IS USED DAILY DWEEKLY	0 MONTHLY	10	S INACTIVE AFTER MONTH(S) PYEAR(S)			
13. CURRENT LOCATION(S) (BLDG.,FI	.00R , ROOM)	- -	4. 15 RECORD SERIES DUPLICATED ELSEWHERE!			
Cerdit Couch, 2M Sporkin		YES ONO (Left AL aux				
18. ACCESS RESTRICTIONS D YES		16. AUDIT REQUIREMENTS				
(IF YES, CITE LAW(S) & REGULATION(S)		NONE STATE D FEDERAL D INDEPENDENT				
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/BOFTWARE) 18. RECOMMENDED RETENTION						
D YES NO		1 cfr.				
MANE AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE / 1/0/92						
DGS 550-4 (REVISED 2/87)						
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TIONS TYPE OR PRINT A TE FORM FOR EACH NEW OR SED RECORDS SERIES. FORWARD TH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEFARTMENT OF GE RECORDS MANAGEN 7278 WATER P.O. BO JESSUP, MARN	MENT DIVISION RLOO ROAD DX 278	FAGENCY RECORDS INVENTORY PAGE 3 of 3			
DEFARTMENT/AGENCY	2. DIVISION		3. UNIT			
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES						
4. RECORD SERIES TITLE	·		8. EARLIEST YEAR/LATEST YEAR 1989 TO 1992			
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) DURING TO DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)						
7. RECORD SERIES FORMAT(S) 1 LETTER SIZE MICROFILM 1 LEGAL SIZE COMPUTER TAPE 1 POUND BOOK FLOPPY DISK 2 PUDIO TAPE VIDEO TAPE 2 OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE DALPHARETICAL DINUMERICAL CHRONOLOGICAL DIGEOGRAPHICAL DOTHER(SPECIFY)		9. VOLUME D FILE DRAWER(S) D MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER OTHER(SPECIFY) 10. ANNUAL ACCUMULATION D FILE DRAWER(S) D MICROFILM REEL(S) RUMBER D COMPUTER TAPE(S)			
DAILY WEEKLY	D MONTHLY	l /	S INACTIVE AFTER MONTH(S) VEAR(S)			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 18. ACCESS RESTRICTIONS DYES (NO (IF YES, CITE LAW(S) & REGULATION(S)		14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) YES ON FORM 16. AUDIT REQUIREMENTS O NONE OSTATE OFEDERAL OINDEPENDENT				
17. IS AN INDEX SYSTEM USED! (IF YES.ED:PLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/BOFTWARE) O YES NO		3 M.				
Julie Lyan Cluth 22-1784 21. DATE / 1/0/92 DGS \$50.4 (REVISED 2/87)						